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STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

ADMINISTRATION
STATE PROCUREMENT OFFICE
STATE OF HAWAII

To: Chief Procurement Officer

From: Department of Public Safety (PSD)

Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Title and description of health and human service(s):

Job Development, Placement and Follow up Services for Male Offenders on Oahu.

The provider shall perform the following services: Assessment services; Educational Classes; Life Skills Training; Counseling; Job Development and Placement Services; Case Management; and Aftercare Services.

Provider Name: To be determined.	Total Contract Funds: ~\$18,000.00	Term of Contract:
Provider Address: To be determined	Contract Funds per Year (as applicable). ~\$18,000.00	From: 12/1/05 To: 6/30/06 No extension anticipated.

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

PSD, currently contracts for this service, however, the agency has decided not to extend this contract with the current contractor. The current contractor has been habitually three months late in submitting their invoices. Repeated discussions with the provider has not improved the situation. This causes funding problems at the grant's expiration date when invoices must be submitted on a timely basis. The original contract period was December 1, 2003 through November 30, 2004 with an option to extend the contract for two additional twelve month periods or portions thereof upon mutual agreement.

PSD wishes to utilize Section 3-143-505 (c), HAR, where PSD initially negotiates with the unsuccessful applicant. In the event that the unsuccessful applicant's proposal is not sufficiently advantageous, PSD will select a provider that will be an advantageous substitute.

This exemption will allow PSD to receive services while a RFI and RFP are done to replace this interim solution.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

Three providers will be contacted for proposals. Their proposals will be evaluated and the most advantageous provider will be awarded the small purchase contract.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:
In addition to the steps outlined above, a contract will be issued using the Attorney General's contract agreement form for exempt health and human services. The scope of services, compensation and special conditions will be reviewed by the purchasing staff and then reviewed by the PSD's Deputy AG prior to final execution by the PSD's Interim Director.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Larry Hales, Contract Administrator
Miles Murakami, Correction Program Services, Administrator
Frank J. Lopez, Interim Director

Direct questions to (name & position):
Marc Yamamoto, Procurement & Supply
Specialist
msy

Phone number:
587-1215

e-mail address:
marc.s.yamamoto@hawaii.gov

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.

Frank J. Lopez
Department Head Signature

10.15.05
Date

Frank J. Lopez
Typed Name

Interim Director
Position Title

Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

Alan S. Fyfe
Chief Procurement Officer

10/27/05
Date

cc: Administrator
State Procurement Office

**Inter-Office
MEMORANDUM**

DEPARTMENT OF PUBLIC SAFETY

No. _____

Suspense: _____

October 26, 2005

TO: STATE PROCUREMENT OFFICE
Attention: Mr. Aaron S. Fujioka
Chief Procurement Officer

FROM: Suzanne M. Efhan
Administrative Services Officer



SUBJECT: Clarification to Request For Exemption From Chapter 103F,
HRS, PEH No 06-15.

This memorandum is to clarify the above mentioned request.

PSD would like to select a substitute provider pursuant to §3-143-505(c), HAR. The original contract was for the twelve month period, December 1, 2003 through November 30, 2004, with the option to extend for an additional two, twelve month periods. The explanation of "Details of the process to be followed in selecting the service provider to ensure maximum fair and open competition as practicable" was inadvertently left from a prior draft of the request in which PSD was considering requesting permission to utilize a small purchase procedure.

Approval of this request will allow PSD to prepare an RFI for the input of the applicants prior to issuing the RFP for the replacement contract.